Meeting Report

Transcription with Speakers:

SPEAKER_00: Hello everyone. Thank you for joining this meeting.

SPEAKER_00: Today, we will plan the development of the Report Generator project.

SPEAKER_01: Thank you. Alice, I will note down the decisions and actions we need to take.

SPEAKER_01: First, we should test the whisper model on short audio files to validate transcription quality.

SPEAKER_01: I will create a task table with responsibilities assigned for each action.

SPEAKER_00: I suggest we also define the output formats, PDF and markdown,

SPEAKER_00: so the final report is readable and structured for all users.

SPEAKER_00: Yes, it's important to prioritize the essential features first.

SPEAKER_00: Agreed. After testing the model and organizing the tasks,

SPEAKER_01: we can prepare a report draft for the next meeting.

SPEAKER_01:   I propose the R&D team investigate ways to improve speaker diurization and optimize the

SPEAKER_00:   summarization pipeline. Finally, let's schedule the next meeting to review our progress,

SPEAKER_00: discuss obstacles, and adjust the plan as needed.

SPEAKER_00: Finally, thank you, everyone. That wraps up this session.

SPEAKER_00: See you at the next meeting.

Summary of the Meeting:

Meeting Summary: Report Generator Project Planning

1. Overview of the Meeting
The meeting was held to plan the development of the Report Generator project. The attendees discussed the project's objectives, key features, and tasks to be completed. The meeting aimed to define the project's scope, assign responsibilities, and schedule the next meeting to review progress.

2. Objectives

The main objectives of the meeting were to:

* Plan the development of the Report Generator project

* Define the project's scope and key features

* Assign responsibilities and tasks to team members

* Schedule the next meeting to review progress

3. Decisions Made

The following decisions were made during the meeting:

* Test the whisper model on short audio files to validate transcription quality

* Define the output formats (PDF and markdown) for the final report

* Prioritize essential features first

* Prepare a report draft for the next meeting

* Investigate ways to improve speaker diarization and optimize the summarization pipeline

4. Tasks to Do

The following tasks were assigned to team members:

* **SPEAKER_01**: Create a task table with responsibilities assigned for each action

* **R&D Team**: Investigate ways to improve speaker diarization and optimize the summarization pipeline

* **Team**: Test the whisper model on short audio files and prepare a report draft for the next meeting

* **SPEAKER_00/SPEAKER_01**: Schedule the next meeting to review progress, discuss obstacles, and adjust the plan as needed